

**ALERTS CUSTOMER WEB ACCESS
SECURITY FORM**

FROM: _____ **TO:** _____

ORG NAME: _____

ATTENTION: DCMC

1. NAME: _____ **2. SSN (LAST SIX ONLY)** _____

Last, First, Middle Initial

(Typed or Legibly Printed)

3. OFFICE SYMBOL: _____ **4. JOB/TITLE/FUNCTION** _____

5. PHONE NUMBER: (Circle One of the Following) **DOMESTIC** **INTERNATIONAL** **CANADIAN**
(Commercial) (____) _____ - _____ **EXT** _____ **DSN** _____

6. CURRENT SMTP ELECTRONIC MAIL ADDRESS _____

(EXAMPLE: jsmith@dcmdc.dla.mil)

7. STANDARD DLA LOGON (If Known) _____

(EXAMPLE: BDT1000)

I understand that I am responsible for protection of any user identifier and password, which may be issued to me, and that I will comply with instructions provided. I understand my user identifier and password are unique and only for my use. I am aware that I must change my password AT LEAST every 180 days. By affixing my signature below, I signify that I understand my responsibilities as described here.

BUYING COMMANDS

8. ALERTS WEB ACCESS PROCUREMENT ID _____

9. ACTION REQUESTED: ADD _____ **CHANGE** _____ **DELETE** _____

10. ALERTS USER SIGNATURE _____ **PHONE** _____
(Typed or Legibly Printed)

11 SUPERVISOR NAME _____ **PHONE** _____
(Typed or Legibly Printed)

12. SUPERVISOR SIGNATURE _____ **DATE** _____

13. Taso (TERMINAL AREA SECURITY OFFICER or SECURITY POC (POINT OF CONTACT))

NAME _____ **PHONE** _____
(Typed or Legibly Printed)

14. Taso or SECURITY POC SIGNATURE _____ **DATE** _____